



NASA Automated Awards System Nominating Official's User Guide

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1.0 INTRODUCTION

1.1 System Description

The National Aeronautics and Space Administration (NASA) Automated Awards System (NAAS) is a web-based application that provides the necessary interfaces and automated processes to easily initiate, review, approve, and monitor award submissions for both NASA-wide and local Center awards. The application was developed at the request of NASA in order to consolidate and unify the Human Resource processes and all NASA agency award processing into a single agency-wide processing and management system. NAAS is based on the concepts and functionality developed in the Kennedy Space Center (KSC) Awards Web Database Version Two (AWD2) that has been used at KSC since 2001 and has undergone several upgrades.

NAAS builds on this experience, incorporating additional workflow automation and the functionality to manage additional award types such as NASA Honor Awards, monetary and time-off awards, and Center specific awards. The NAAS also incorporates support for the unique functions that are the responsibility of the new NASA Shared Services Center (NSSC).

NAAS incorporates a rich set of tools that allow system users to oversee and manage certain key aspects of the awards nomination-review-approval process; including automated notification of pending actions, tracking of current status, and monitoring an organization's available awards budget balance.

1.2 Operating Requirements

NAAS is a web-based application designed to be used in conjunction with a web browser, such as Internet Explorer, on a local Intranet. The Universal Resource Locator (URL) address for NAAS is:
<https://naas.nasa.gov>.

1.3 Desktop Configuration

The workstation desktop configuration required for accessing NAAS is the standard desktop Personal Computer (PC) setup, web browser, and network connectivity. General, application-wide requirements are as follows:

- Web interface within Microsoft Internet Explorer version 4.0 or later.
- Minimum graphical display resolution of 600x800.
- Graphical display consisting of a minimum of 256 colors.
- Flash 8 plug-in

1.4 Training

Each NASA center will have a designated NAAS trainer. Contact the NAAS Administrator or Human Resource (HR) office for further training information.

1.5 Technical Support

NAAS technical support for NASA users is provided by the NSSC at the Stennis Space Flight Center (SSFC).


2.0 GETTING STARTED WITH NAAS

2.1 Accessing And Logging On To NAAS

1. Click on the **Internet Explorer** icon (Figure 2-1) on the desktop to display the **User** home page as exemplified in Figure 2-2.



Figure 2-1, Internet Explorer icon

 **NOTE:** The home page displayed will vary depending on location and configuration.

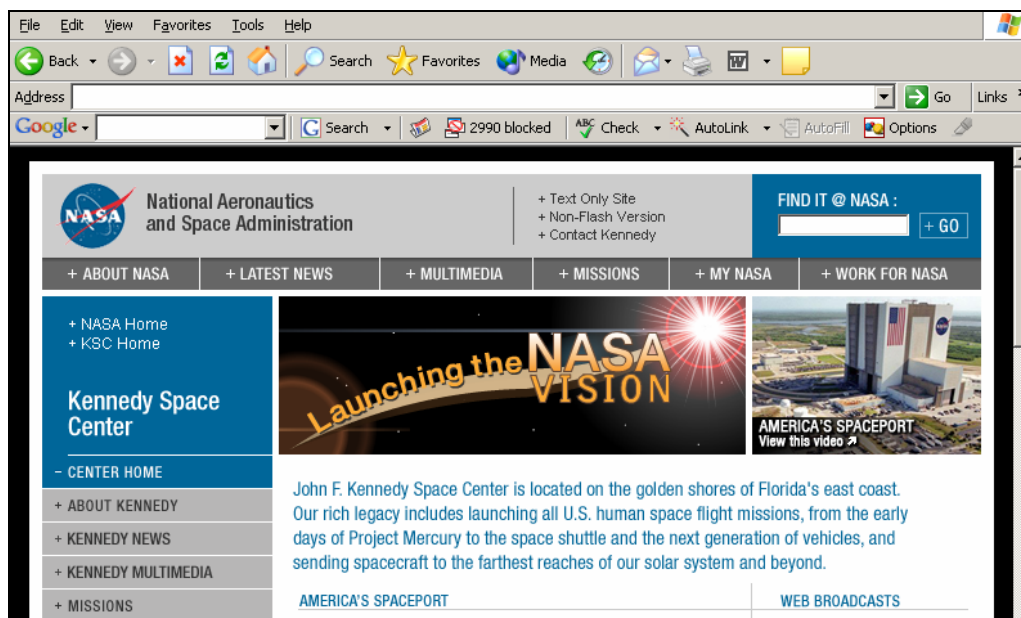
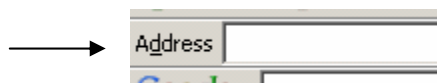
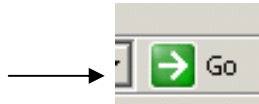



Figure 2-2, Sample home page (partial view)

2. Click in the page's **Address** field and enter `https://naas.nasa.gov`.



3. Click the **Go** button to display the **Login** box (Figure 2-3).



 **NOTE:** A popup box will be displayed as NAAS loads.

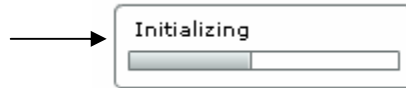
A login form with a light blue header bar containing the word "Login". Below the header, there are two input fields. The first is labeled "Username:" followed by a red asterisk. The second is labeled "Password:" followed by a red asterisk. Below these fields is a blue button with the word "Login" in white text.

Figure 2-3, Login box

4. Click in the **Username** field and enter the user name.




5. Click in the **Password** field and enter the password.



6. Click the **Login** button to initiate NAAS startup and display the **NAAS** home page, Figure 2-4.



Figure 2-4, NAAS home page

 **NOTE:** The home page configuration will vary depending on the user's role. The example in Figure 2-4 is for the Center Awards Officer. The other user roles are explained in Section 2.2.

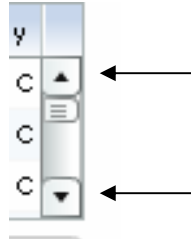
2.2 An Overview of the User Interfaces



NOTE: Fields shaded in gray are automatically populated. Required fields are bolded.

2.2.1 Scroll Bar

A Scroll Bar is displayed on the right-hand side of the pages for viewing multiple records. Scroll up or down by clicking on the indicator and dragging it up, or down or click on the **Up** or **Down** arrow.



2.2.2 Search Indicator

Whenever NAAS is searching the database for information, **Search Symbol** icon will be displayed over the Search button. The **Search Symbol** icon is hidden when the search process is not active.



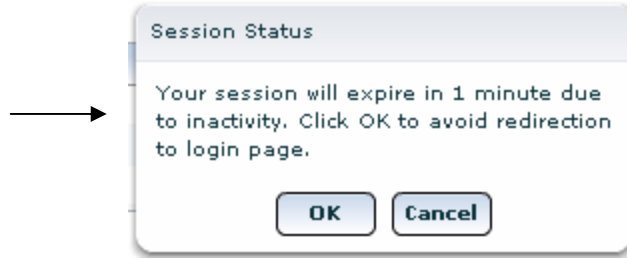
2.2.3 Required Field

Any field that is required by NAAS to be populated is displayed with an Asterisks (*) symbol. At any time when the user is searching, saving, editing, or updating a record and a mandatory field has not been populated, it will be displayed in red with the appropriate error message after an action button is clicked. Enter the required information and click an action button again.



2.2.4 Timeout

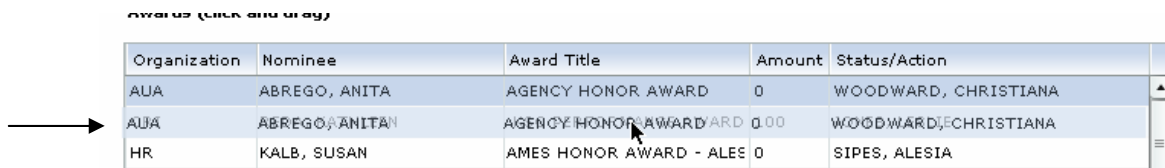
NAAS will automatically log the user off after approximately 18 minutes of no activity. A **Timeout** warning message will be displayed one minute before the automatic logoff takes place. Clicking the **OK** button is considered an activity and will reset the timeout period.



2.2.5 Drag and Drop

To drag and drop a file or data from one table or field to another, click on the file or field in the origin table or field to select it. Maintain the click on the mouse and drag it across the page to the destination table or field. When the click on the mouse is released, the file is repositioned in the destination table or file.

awards (click and drag)

A screenshot of a table titled 'awards (click and drag)'. The table has five columns: Organization, Nominee, Award Title, Amount, and Status/Action. There are three rows of data. A mouse cursor is pointing at the 'AGENCY HONOR AWARD' text in the 'Award Title' column of the second row. An arrow points from the left towards the table.

Organization	Nominee	Award Title	Amount	Status/Action
AUA	ABREGO, ANITA	AGENCY HONOR AWARD	0	WOODWARD, CHRISTIANA
AUA	ABREGO, ANITA	AGENCY HONOR AWARD	0.00	WOODWARD, CHRISTIANA
HR	KALB, SUSAN	AMES HONOR AWARD - ALEE	0	SIPES, ALESIA



NOTE: Multiple files can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

3.1.2 Add/Edit/Delete Existing Nomination Button Configuration



NOTE: If the **Nominations Drafts** page, Figure 3-1, does have draft nomination listed and one is selected, the **Add/Edit/Delete Existing Nomination** button configuration, Figure 3-3, will be displayed.



Figure 3-3, Add/Edit/Delete Existing Nomination button configuration


1. To add a new nomination, click the **Create** button to display the **Choose Award** page, Figure 3-4.
2. To edit the selected existing nomination, click the **Edit** button to display the **Choose Award** page, Figure 3-4.
3. To delete the selected existing nomination, click the **Delete** button.




NOTE: The deleted nomination will be removed from the **Nominations Draft** page, Figure 3-1.

3.2 Choose Award Page

1. From the **Nominations Draft** page, Figure 3-1, click the **Edit** or **Create** button to display the **Choose Award** page, Figure 3-4.

 **NOTE:** To display the **Choose Award** page, Figure 3-4, from one of the other **Award** sub-pages, click the **Choose Award** tab at the top of the page.

 **NOTE:** Even though the Nominate option has multiple sub-pages it is a single form with a single **Submit**, **Draft** or **Clear** action at the last sub-page, Figure 3-11, **Award Detail Information**

→ **Choose Award**

Please select center or agency to filter award types:

Centers: Agency: ☐

Choose Award

Award Type: *

Award Title: *

Affiliation: Contract

Monetary: amount description

Group: no

Organization Information

Org Code: Division: Remaining Balance:

Nominator Information

Name: * Email: * Rcmd HQ Reviewing Office(s): *

Add NASA Civil Servants

Add Non NASA Nominees

Routing and Approval

Award Detail Information

Figure 3-4, Choose Award page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. If **Edit** was selected from the **Drafts** section, all fields on all sub-pages are prepopulated. The values can be edited.
3. If **Create** was selected from the **Drafts** section, user will need to populate form
4. For Center Awards Officers and NAAS Administrator Recorders, next to the **Center** drop-down menu, there is an **Agency** check. In order to be able to select NASA awards in the **Award Type** drop-down menu, the user must check **Agency**.

5. User selects the desired **Award Type** from the drop-down menu.
6. The **Award Titles** associated with the **Award Type** are displayed in the **Award Title** drop-down menu.
7. User selects the **Award Title** and the information box below will populate with the information on how that specific award was created. This information is a guideline for the Nominating Official to be able to make proper selections in the rest of the form.
8. The **Organization Information** fields are populated with the information for the funding organization for monetary awards. For Honor Awards this information is not necessary.
9. The **Nominator Information** is populated with the contact information of the person who is making the request to submit an award nomination. The **Required HQ Receiving Office(s)** needs to be populated only for NASA Honor Awards.

3.2.1 Nominator Information Sub-Page

1. The **Nominator Information** sub-page is automatically displayed when the **Choose Award** sub-page is first opened on the **Create** action from the **Drafts** section.
2. To display the **Nominator Information** sub-page, Figure 3-5, from one of the other **Award** sub-pages, click the **Choose Award** tab at the top or bottom of the page.

→ **Nominator Information**

Nominator Information		
Name: *	<input type="text"/>	Email: * <input type="text"/> Rcmd HQ Reviewing Office(s): * <input type="text"/>
Add NASA Civil Servants		
Add Non NASA Nominees		
Routing and Approval		
Award Detail Information		

Figure 3-5, Nominator Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

3. Add or edit the nominator information as stated in Section 3.2.1.

3.2.2 NASA Civil Servants Sub-Page

1. To display the **NASA Civil Servants** sub-page, Figure 3-6, from one of the other **Award** sub-pages, click the **Add NASA Civil Servants** tab at the top or bottom of the page.

→ **Add NASA Civil Servants**

Nominator Information					
Add NASA Civil Servants					
UUPIC: *	<input type="text"/>	<input type="button" value="Search"/>			
Center: *	<input type="text" value="Ames Research Center"/>	Last Name: *	<input type="text"/>	First Name: *	<input type="text"/>
				<input type="button" value="Search"/>	
Nominee Search Results					
Last	First	Phone	Email		
Added NASA Civil Servant Nominees					
Last	First	Phone	Email	Time Off	Amount
Time Off (Hours):		<input type="text"/>	Monetary:	<input type="text"/>	Group Rep: <input type="checkbox"/>
Add Non NASA Nominees					
Routing and Approval					
Award Detail Information					

Figure 3-6, NASA Civil Servants sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. There are two searches available to locate the necessary nominee:
 - a. UUPIC – Enter the UUPIC and click on **Search**, the employee matching the UUPIC is displayed in the **Nominee Search Results**
 - b. Center and Name – Select the Center from the drop-down menu and enter last name and first name; the wild card % can be used for last name and first name, click on **Search**, the employees matching the search criteria are displayed in the **Nominee Search Results**
3. The user will locate the employee in the **Nominee Search Results** and perform a drag/drop operation from that grid to the **Added NASA Civil Servant Nominees** grid. Multiple names can be selected at the same time for drag/drop. Use the **CRTL** key to select one at a time or the **Shift** key to select a range.

4. In order to enter a monetary or time off award, and to select a group representative (for group awards) the user will then click on the row of the desired nominee. The row will highlight and the user will enter values for time off and/or monetary. The grid is automatically updated with those values.

3.2.3 Non NASA Nominees Sub-Page

1. To display the Non NASA Nominees sub-page, Figure 3-7, from one of the other **Award** sub-pages, click the **Add Non NASA Nominees** tab at the top or bottom of the page.

→ **Add Non NASA Nominees**

Nominator Information		
Add NASA Civil Servants		
Add Non NASA Nominees		
Added Non NASA Nominees		
Last	First	Employer
Last Name: * <input type="text"/> First Name: * <input type="text"/> Middle Initial: <input type="text"/>		
Employer: * <input type="text"/> Center: * <input type="text"/> Position: * <input type="text"/>		
Email: * <input type="text"/> Phone: * <input type="text"/> Group Rep: <input type="checkbox"/>		
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>		
Routing and Approval		
Award Detail Information		

Figure 3-7, Non NASA Nominees sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. If an Added Non NASA Nominee was selected, the fields would be pre-populated and the user can edit the values.
3. If an Added Non NASA Nominee was not selected, the fields would not be pre-populated and the user can add values.

3.2.3.1 Add Non NASA Nominee Button Configuration


 **NOTE:** The **Add Non NASA Nominee** button configuration, Figure 3-8, is the default when the **Add Non NASA Nominee** page, Figure 3-7, is opened. In this configuration, the **Update** and **Delete** buttons are disabled.



Figure 3-8, Add Non NASA Nominee button configuration

1. To add the information to NAAS, click the **Add** button.
2. To erase the entered information, click the **Clear** button.

3.2.3.2 Edit/Delete Non NASA Nominee Button Configuration


 **NOTE:** The **Edit/Delete Non NASA** button configuration, Figure 3-9, is enabled when non NASA Nominee information has been entered into the NAAS database. In this configuration, the **Add** button is disabled.



Figure 3-9, Edit/Delete Non NASA Nominee button configuration

1. To make any changes to the non NASA nominee's data, click the **Update** button.
2. To delete the non NASA nominee, click the **Delete** button.
3. To erase any changes made to the user's data during the current session, click the **Clear** button.

3.2.4 Award Reviewers and Approvers Sub-Page

1. To display the **Non NASA Nominees** sub-page, Figure 3-10, from one of the other **Award** sub-pages, click the **Add Non NASA Nominees** tab at the top or bottom of the page.

→ **Routing and Approval**

Nominator Information	
Add NASA Civil Servants	
Add Non NASA Nominees	
Routing and Approval	
Approvers / Reviewers <div>ALPHA, BETA</div> <div>APPROVAL, JAY</div> <div>Approver, Approver</div>	Added Approvers / Reviewers <div></div>
(1) required	
Add Optional Emails (comma separated) Email List: <input type="text"/>	
Award Detail Information	

Figure 3-10, Routing and Approval sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. A list of Reviewers/Approvers of the funding organization (selected in section 3.2) will be displayed in the left hand side under **Reviewers/Approvers**.
3. The red text below the **Added Reviewers/Approvers** box is the required number of names that must be added.



NOTE: To add approvers and reviewers, click the desired name for the **Approvers/Reviewers** field and drag it to the **Added Approvers/Reviewers** field. Release the mouse and name will be removed from the **Approvers/Reviewers** field and displayed in the **Added Approvers/Reviewers** field. Multiple names can be selected at the same time for drag/drop. Use ctrl key to select one at a time or shift key to select a range.

→ **Approvers / Reviewers** → **Added Approvers / Reviewers**

<div>APPROVAL, JAY</div> <div>Approver, Approver</div> <div>APPROVER, JOE</div>	<div>ALPHA, BETA</div>
	(1) required

3.3 Award Detail Information Sub-Page

1. To display the **Award Detail Information** sub-page, Figure 3-11, from one of the other **Award** sub-pages, click the **Award Detail Information** tab at the top or bottom of the page.

→ **Award Detail Information**

Nominator Information
Add NASA Civil Servants
Add Non NASA Nominees
Routing and Approval
Award Detail Information

Group Information
Group Name: <input type="text"/>

Other Detail
Citation: * <input type="text"/>
Justification: * <input type="text"/>
<input type="button" value="Clear"/>

Save Draft or Submit for Approval
<input type="button" value="Draft"/> <input type="button" value="Submit"/>

Figure 3-11, Award Detail Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Add or edit the award detail information.



NOTE: Group Name is available only for group awards.

3. To save the nomination as a draft, click the **Draft** button.
4. To submit the nomination, click the **Submit** button.
5. To clear the contents of the all pages, click to **Clear** button.

4.0 STATUS

4.1 Status Page

The following users have a **Status** Page, and the functionality available in **Status** is dependant on the user's access role:

- Nominating Official
- Organization Awards Officer
- Center Awards Officer
- NSSC Awards Support/HQ Coordinator (The page for both roles is identical.)
- Panel Recorder
- IAB Recorder
- NASA Administrator Recorder

4.1.1 Nominating Official Status

1. From the **NAAS** home page, Figure 2-4, click the **Status** link to display the **Nominating Official Status** page, Figure 4-1.

→ **STATUS**

Status				
Organization	Nominee	Award Title	Amount	Action Req'd By

[Edit Nomination](#)

Rev/Approver	Inbox Date	Accept	Reject	Return

Figure 4-1, Nominating Official Status page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.



NOTE: Nominations will be listed alphabetically by the name in the **Action Req'd By** field.

2. Click the desired nomination to select it.



NOTE: The **Edit Nomination** button is enabled.

3. To edit the nomination, click the **Edit Nomination** button to display the **Choose Award** page, Figure 3-4.



NOTE: For detailed information on the nomination process and pages, refer to Section 3.0.


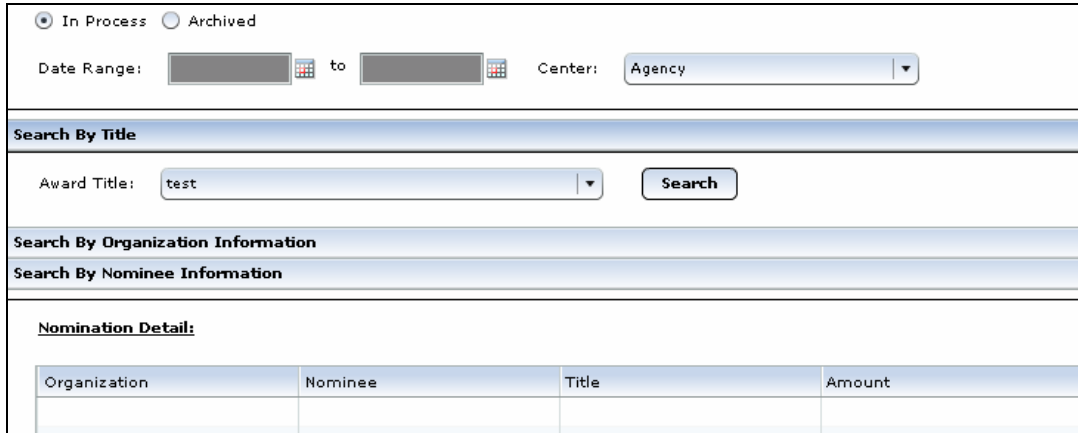


NOTE: When the Center Awards Officer edits a nomination, the workflows starts from the beginning, i.e., the first reviewer receives the e-mail to accept or reject the nomination.

5.0 QUERY

5.1 Query Page

1. From the NAAS home page, Figure 2-4, click the **Query** link to display the **Query** page, Figure 5-1.

Organization	Nominee	Title	Amount

Figure 5-1, Query page (partial view)

2. Select the nomination status.
3. For a status of Archived, optionally select a date range
4. Select a Center



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.



NOTE: These are global fields that will be applicable to all search sub-pages listed below

5.2 Search By Title Sub-Page

1. To display the **Search by Title** sub-page, Figure 5-2, from one of the other **Query** sub-pages, click the **Search by Title** tab at the top of the page.

→ **Search By Title**

Search By Title	
Award Title:	<input type="text" value="test"/> <input type="button" value="Search"/>
Search By Organization Information	
Search By Nominee Information	

Figure 5-2, Search By Title sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the **Award Title** field down-arrow and click the desired award to select it.
3. Click the **Search** button.
4. The search results sub page will be populated with the results matching the query.

5.3 Search By Organization Information Sub-Page

1. To display the **Search by Organization Information** sub-page, Figure 5-3, from one of the other **Query** sub-pages, click the **Search by Organization Information** tab at the top or bottom of the page.

→ **Search By Organization Information**

Search By Title	
Search By Organization Information	
Organizations:	<input type="text" value="A center must be selected"/> <input type="button" value="Search"/>
<input checked="" type="radio"/> Time Off <input type="radio"/> Honorary <input type="radio"/> Monetary	
Search By Nominee Information	

Figure 5-3, Search By Organization Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the **Organizations** field down-arrow and click the desired award to select it.
3. Click the option button for the award type and the **Search** button.

4. The search results sub page will be populated with the results matching the query.

5.4 Search By Nominee Information Sub-Page

1. To display the **Search by Nominee Information** sub-page, Figure 5-4, from one of the other **Query** sub-pages, click the **Search by Nominee** tab at the top or bottom of the page.

→ **Search By Nominee Information**

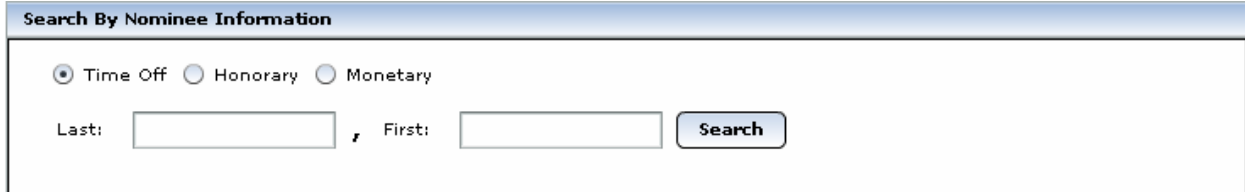


Figure 5-4, Search By Nominee Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the option button for the award type
3. Enter the last name and optionally the first name and click the **Search** button.
4. The search results sub page will be populated with the results matching the query.

5.5 Search Results Sub-Page



NOTE: When the **Search** button is clicked on any of the search sub-pages, the results table is populated.

Nomination Detail:

Organization	Nominee	Title	Amount

Display Names

Nominee Detail:

Nominee	Monetary Amount	Time-Off Amount	Employing Organization

Figure 5-5, Search Results sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

1. The search results are displayed in the **Nomination Detail** table.
2. Click on a nomination
3. The **Nominee Detail** table displayed additional details of the award nomination, including all team members for a group award
4. Click the **Display Names** button and a **Display Names** browser window (Figure 5-6) is opened with a list all the nominees for that award nomination

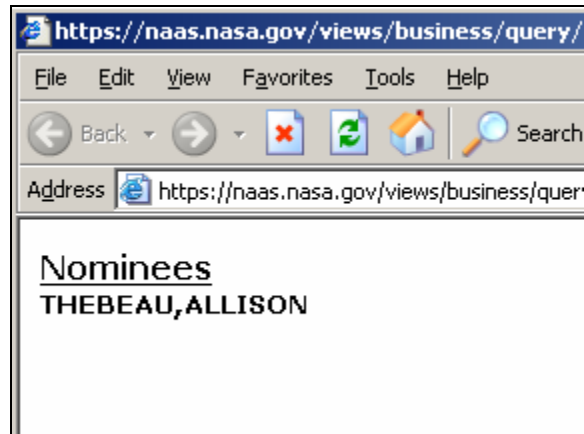


Figure 5-6, Display Names browser window

APPENDIX A—ACRONYMS AND ABBREVIATIONS

AWD2	Awards Web Database Version Two
EEOM	Equal Employment Opportunity Medal
EAAM	Exceptional Administrative Achievement Medal
EEAM	Exceptional Engineering Achievement Medal
ESAM	Exceptional Scientific Achievement Medal
ETAM	Exceptional Technology Achievement Medal
IAB	Incentive Awards Board
KSC	Kennedy Space Center
JBOSC	Joint Base Operations and Support Contract
MPM	Microframe Program Manager
MS	Microsoft
NAAS	NASA Automated Awards System
NASA	National Aeronautics and Space Administration
NOAC	Nature of Action Code
NSSC	NASA Shared Services Center
OLM	Outstanding Leadership Medal
SGS	Space Gateway Support
SSFC	Stennis Space Flight Center
URL	Universal Resource Locator
UUPIC	Uniform Universal Person Identification Code
WBS	Work Breakdown Structure

APPENDIX B—DEFINITIONS

Text Fields

Action Description – A text field for entering or displaying action comments for award processing.

Additional Info – A text field for entering and displaying additional comments about an award.

Affiliation – A text field for displaying or entering the affiliation.

Amount – A text field for entering and displaying an award amount.

Balance – A text field for displaying the remaining dollar amount budgeted for an award.

Budget – A text field for entering and displaying a budget amount.

Center WBS Code – A text field for entering and displaying a Work Breakdown Structure (WBS) code.

Citation – A text field for entering and displaying an award citation.

Code – A text field for entering an award or organizational code.

Description – A text field for entering and displaying an award description.

Division – A text field for entering and displaying a division.

Email – A text field for entering and displaying an email address.

Email List – A text field for entering or displaying group email lists.

Employer – A text field for entering or displaying a contract employee's employer.

First – A text field for entering or displaying a first name.

First Name – A text field for entering or displaying a first name.

Group – A text field for entering or displaying a group name.

Group Name – A text field for entering or displaying a group name.

Justification – A text field for entering or displaying an award justification.

Last – A text field for entering or displaying a last name.

Last Name – A text field for entering or displaying a last name.

Middle Initial – A text field for entering or displaying a middle initial.

Monetary – A text field for entering or displaying the monetary amount.

Name – A text field for entering an organizational or individual name

Panel – A text field for entering or displaying a panel.

Password – A text field for entering a password.

Phone – A text field for entering or displaying a phone number.

Position – A text field for entering or displaying a contract employee's position.

Reject Comment – A text field for entering or displaying award rejection comments.

Remd HQ Reviewing Officer(s) – A text field for entering an office at headquarters that must review the nomination.

Remaining Balance – A text field for entering or displaying remaining balances.

Service Reqmt's – A text field used for entering or displaying the service requirements for an award.

Support Documents – A text field used to enter or display document titles and numbers related to an award.

Time Off (Hours) – A text field for entering and displaying the time off for an award.

Title Search - A text field used to search for an award title.

Type – A text field used to search for an award type or classification.

Username (User) – A text field for entering or displaying

UUPIC – A text field for entering or displaying

Drop-Down/Scroll Menus

Action Taken – A scroll menu displaying the entered action comments.

Action Req'd By – A scroll menu displaying organizations that need to review a nomination.

Added Approvers/Reviewers – A scroll menu displaying approvers and reviewers selected from the Approvers/Reviewers scroll menu.

Affiliation – A scroll menu displaying the employee affiliation such as contract or government.

Amount – A scroll menu displaying the amount for an award.

Approval – A drop-down menu displaying the number of approvals obtained for an award.

Approvers/Reviewers – A scroll menu displaying approvers and reviewers to be selected.

Award Title – A drop-down menu displaying award titles.

Award Type – A drop-down menu displaying award types.

Balance – A scroll menu displaying the remaining balances for an award's budget.

Budget – A scroll menu displaying the entered budgets.

Center – A drop-down menu displaying NASA centers.

Code – A scroll menu displaying the entered award codes.

Date of Action – A scroll menu displaying the date of action.

Division – A scroll menu displaying the division codes

Email – A scroll menu displaying the email address.

Employer – A scroll menu displaying a contract employee's employer.

Employing Organization – A scroll menu displaying a contract employee's employer.

Group Name – A scroll menu displaying entered group names.

Inbox Dates – A scroll menu displaying email inbox dates.

Login Centers – A drop-down menu displaying the NASA center that an individual signs on to NAAS from.

Monetary Award – A scroll menu displaying an award's monetary value.

Monetary Value – A scroll menu displaying an award's monetary value.

Name – A scroll menu displaying nominee's names.

NOAC – A drop-down menu displaying the Nature of Action Code (NOAC)

Nominee – A drop-down menu displaying the names of award nominees.

Organization – A scroll menu displaying the entered organization codes.

Org Code – A drop-down menu displaying organization codes.

Panel Name – A scroll menu displaying the panel names.

Panel – A scroll menu displaying the panel names.

Panels – A scroll menu displaying the panel names.

Phone Number – A scroll menu displaying phone numbers

Recorder – A scroll menu displaying recorders

Reject Count – A scroll menu displaying the number of times a nomination has been rejected.

Rev/Approver – A scroll menu displaying reviewers and approvers.

Roles – A scroll menu displaying roles.

Time Off – A scroll menu displaying the time off for an award.

Time Off Amount – A scroll menu displaying the time off for an award.

Title – A scroll menu displaying award titles.

Type – A scroll menu displaying award types.

Links/Tabs

Add NASA Civil Servant – A tab that displays the NASA Civil Servant sub-page

Approver Admin – A tab that displays the Approver Administration page.

Award Reviewers and Approvers – A tab that displays the Award Reviewers and Approvers sub-page.

Awards - A link that opens the Award Administration page.

Center Admin – A link that displays the Organization Administration page.

Center Budget Admin – A tab that displays the Center Budget Administration page.

Division Budget Admin – A tab that displays the Division Budget Administration page.

Ledger – A tab that displays the Ledger page.

Logout – A link the ends the current NAAS session.

Nominate – A link that displays the Nomination page

Nominator Information – A tab that displays the Nominator Information sub-page.

Non NASA Nominees – A tab that displays the Non NASA Nominees sub-page.

Organization – A tab that displays the Organization page.

Organization Budget Administration – A tab that displays the Organization Budget Administration page.

Query – A link that displays the Query page.

Status – A link that displays the Status page

User Admin - A link that opens the User Administration page.

User Administration – A tab that displays the User Administration page.

Buttons

Add – A button that displays an Add Information page.

Clear – A button that deletes entered or changed information before it is saved.

Create – A button that displays a Create New Records page.

Delete – A button that deletes the selected record from the database.

Draft – A button that saves a nomination as a draft.

Edit Nomination – A button that allows an existing nomination to be edited.

Finalize – A button that finalizes a nomination

Login – A button that activates the login process after the user ID and password have been entered.

Print Nominee – A button that prints a nominee's information.

Reject – A button that marks a nomination as rejected

Search – A button that will conduct a search based on entered parameters.

Submit – A button that submits a nomination for review.

Update – A button that saves edited or altered information in the database.

View Nomination – A button that displays a selected nomination.

Checkbox/Option Buttons

Accept – A checkbox that indicates that an award has been accepted when checked.

Active – A checkbox that indicates that an award or nomination is active when checked.

Archived – An option button that indicates that an award has been archived.

Competition – A checkbox that indicates that more than one nominee will compete for an award when checked.

Group Rep – A checkbox indicating that an award representative is for a group.

Honorary – An option button that indicates an honorary award when checked.

In Process – An option button indicating that an award is in process when clicked.

Out of Allocation – A checkbox that indicates an award monetary payment will come for the allocated fund when checked.

Monetary – An option button that indicates a monetary award when checked.

Reject – A checkbox that indicates that an award has been rejected when checked.

Return – A checkbox that indicates that an award has been returned when checked.

Time Off – An option button that indicates a time off award when checked.